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12 January 1959

MEMORANDUM FOR: Chief, Medical Staff

SUBJECT: Justification for Positions of Administrative  
Officer/SD and Two Training Officers/OD

1. As you requested, the subject positions were discussed with the respective Chiefs of Division with the following conclusions:

a. Administrative Officer, Support Division.

This position is responsible for a variety of vital functions sufficient in magnitude to preclude their accomplishment by the Chief/SD or his Deputy, who is devoted entirely to a supply function, in itself an unquestionable full-time job. The incumbent of the position actually serves as Chief, Services Branch of the Support Division, encompassing the following responsibilities:

- (1) Detailed preparation and monitoring of the Medical Staff budget.
- (2) Management of Medical Staff financial operations, including payroll, travel, consultant fees, hospitalization, etc.
- (3) Records management, including responsibility for 25X9A2 [redacted] active and [redacted] retired clinical files, as 25X9A2 well as Medical Staff Vital Materials Deposits.
- (4) Medical Staff contractual negotiations.
- (5) Agency and Medical Staff regulatory issuance focus.
- (6) Space, maintenance and utilities.
- (7) Office management, including message center activities on behalf of all Medical Staff correspondence.

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b. Chief, Training Branch and Instructor, Medical Technical Fields, Operations Division.

The Medical Staff's training responsibilities, aside from those actually handled by physicians, are sufficient in number and dispersal of location to warrant the utilization of two full-time employees. Discussion with Chief, Operations Division discloses the following basic responsibilities shared by these two positions:

- (1) Overt medical training of employees, individually or in groups.
- (2) Instructor participation in formal OTR courses.

25X1X4

- (5) Research and review in preparation of lecture material which is constantly undergoing alteration due to changes in scientific and operational factors.
- (6) Arrangements for training of Medical Staff personnel, accounting for 6.1 percent of strength on the last report received.

25X1X4

25X1A6b

- (9) Individual briefings on medical matters to single female and other employees as requested by Mr. 19 March 1958.

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M.D.  
Deputy Chief, Medical Staff

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